

(Over)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Mary T. Redcliff</i>	8/2/79	<i>Elizabeth W. Crank</i>	8/1/79
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		Elizabeth W. Crank, CRM State Records Committee (Signature)	Date
State Auditor/Designee	<i>[Signature]</i>		8-28-79
Secretary of State/Designee	<i>[Signature]</i>	<i>Casper Hare</i>	8-27-79
Attorney General/Designee	<i>[Signature]</i>	<i>MT Shell</i>	8/24/79

1592-02
AX 9
APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 78-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date April 18, 1977	1. Agency Address Georgia Department of Human Resources Title XX Administration - Contract Services Unit - 618 Ponce de Leon Ave., N.E. Atlanta, Georgia 30306	Application Number 75-10-A	Date Received APR 21 1977
Application Number DHR-135		Date Completed JUN - 9 1977	
2. Person to Contact Ms. Mary Frances Radcliffe		Working Title Administrative Officer	
		Telephone Number 894-5681	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 75-10A Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1971		5. Records Series Title (followed by title used in office, if different) CONTRACT SERVICES TITLE XX PROGRAM FILES	
Latest to date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Title XX, of the Social Security Act, is a law which provides social services such as day care, foster care, protective services to abused and neglected children and adults; and meals to the elderly in the community. In Georgia, Title XX programs are administered by DHR. The goals of Title XX services are: self-support; self sufficiency; preventing abuse and neglect; preventing unnecessary institutional care; and providing institutional care when necessary. Persons eligible for Title XX services are: recipients of aid to families with dependent children (AFDC); recipients of supplemental security income (SSI); and individuals with low income. Contract Services Unit is responsible for the purchase of services for low-income families and individuals. These services are provided to current, former, and potential recipients of public welfare; for developing policy procedures, recommending policy changes, and making determination that services purchased comply with Federal regulations.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. XX Documents relating to: administering the Title XX Programs throughout Georgia. Included, but not limited to, are: PROPOSAL, showing pertinent information about the program -- name, location, mailing address, to whom reimbursement checks should be sent, and breakdown by source of proposed budget, number of clients to be served and age-range of those clients; detailed information as to what service is intended to accomplish; specific goals and objectives of the program in education, nutrition, medical and dental care, social services and parent involvement; program staff by name and position; personnel resumes; job description for each position; organizational chart; Advisory Committee - giving definition, responsibilities of, bylaws, and Committee members by name and address; detail of the provisions for in-service training of project staff; fringe benefit statement; detailed budget of personnel costs by name, job classification, rate of pay, hours of work, net salary, fringe benefits, total salary; budget summary - total for all service delivery sites for personnel, travel, supplies, equipment, rent, other, and total. File is arranged: alphabetically by name of program; thereunder, by subject matter (in caps) in the pattern as shown above.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>monthly</u> ; Seven to twelve months old <u>monthly</u> ; Thirteen to twenty-four months old <u>frequently</u> Twenty-five months and older <u>occasionally</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>20</u> ; Legal-size drawers <u>-</u> ; Shelves <u>-</u> ; Other (specify) <u>-</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? contracting agency
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	<u>6</u> years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	<u>3</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

* State Archives personnel have evaluated these records and have requested that they be scheduled for permanent retention.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 1 year(s); then

☐ Transfer to local holding area; hold 5 year(s); then

☒ Transfer to State Records Center; hold _____ year(s); then

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify) Transfer to State Archives for permanent retention all files for years ending in 1 and 6; destroy all files for all other years.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Joel O. Fleetwood</i>	<i>4-8-77</i>	<i>Elizabeth H. Crane</i>	<i>3/22/77</i>
State Records Committee (Signature) Date			
State Auditor/Designee		<i>[Signature]</i>	<i>6-8-77</i>
Secretary of State/Designee		<i>Connel Hunt</i>	<i>6-6-77</i>
Attorney General/Designee		<i>[Signature]</i>	<i>6-9-77</i>

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

Application for Records Retention Schedule

Georgia Department of Human Resources
CONTRACT SERVICES TITLE XX PROGRAM FILES

Page 3

Continuation page

7. cash costs; detailed budget by travel, supplies, equipment, rent and other expenses; list of equipment now owned by service; list of donor individuals and organizations by name and address; letter of commitment from organizations and individuals for matching funds; annual State License for operation of the facility; fidelity bond, with attachments showing employees covered by name and position; statement of assurance of compliance with Title VI of the Civil Rights Act of 1964; supplement showing anticipated recipients at named service delivery site by age group of children, number of children, average hours of care per child, child hours per day, required ratio of child hours to care-giver hours, caregiver hours required, and caregiver staff required; daily schedule showing time period with activity, sample menus; Application for Participation (Special Food Service Program for Children); letters of commitment for health care for recipients (health center and physician); letters of endorsement for operation of facility in meeting the needs of the community for recipients; and confirmation of fire and extended coverage insurance on the building and equipment at location where service is operated. CONTRACT between DHR and Contracting Agency and Contract Information Sheet showing legal name of provider of services, address, telephone, description of services to be provided, designated areas to be served, criteria for determining eligibility of clients, number of clients to be served, beginning and ending dates for contracted services, donors of local funds by name, amount of contract request, and amount of State administrative fee. CORRESPONDENCE relating to the program. LICENSING - Re-licensing Summary and Recommendations (covers survey made for health and safety of facility with timetable for correcting deficiencies). Monthly ELIGIBILITY REPORTS shows number of clients served by category (XX-AFDC/XX-SSI/MAO). MONITORING REPORTS (Federal Interagency Requirements) encompass a check list for evaluating suitability of facilities, health and nutrition services, training of staff, parent involvement, administration, staff to child ratios, posted information, child care attendance report, child care service folder inspection report, letters in answer to requests for services to benefit clients, and check list for fiscal monitoring with Monthly Statement of Receipts and Expenditures-Title XX. RECEIPTS & EXPENDITURES REPORTS, a summary and detailed listing of all cash receipts and all expenditures for the month.



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE

Application Date

3/22/76

Application Number

DHR-41

1. Agency Address

Department of Human Resources
Title XX Administration
Contract Services Unit
618 Ponce de Leon
Atlanta, Georgia

FOR RECORDS MANAGEMENT USE

Application Number

76-120

75-10-A

Date Received

MAR 14 1976

Date Completed

MAY - 4 1976

2. Person to Contact

John Howell

Working Title

Chief

Telephone Number

894-5681

3. Action Requested

- a. ☐ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☒ Amend Application No. 75-10 Check One: ☐ Change; ☒ Supersede; ☐ Void

4. Dates of Series

Earliest

Latest

1971

to date

5. Records Series Title (followed by title used in office; if different)

~~CONTRACT SERVICES PROGRAMS~~

See attached

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

Title XX of the Social Security Act is a law which provides social services such as day care, foster care, protective services to abused and neglected children and adults and meals to the elderly in your community. In Georgia Title XX programs are administered by the Georgia Department of Human Resources. The goals of Title XX services are; self-support, self-sufficiency, preventing abuse and neglect, preventing unnecessary institutional care, providing institutional care when necessary. Persons eligible for Title XX services are; recipients of aid to families with dependent children (AFDC), recipients of supplemental security income (SSI), individuals with low income.

(See Attached Sheet)

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to: the establishment and administration of public assistance service programs (Day Care Centers, Senior Citizen Centers, Drug Treatment Centers, etc.) as contracted to service organizations (Model Cities, public school systems, etc) by the Department of Human Resources. Included are: but not limited to, proposals in narrative format describing the need for the program, costs and recommended services to be performed, contract for service, papers pertaining to the progress of on-going programs, monitoring reports required by Federal regulations to record adherence to guidelines, and supporting documents.

(continued-page 3)

See attached sheet

File is arranged: numerically by control numbers assigned by unit or
alphabetically by contract name.

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 10; Seven to twelve months old 10; Thirteen to twenty-four months old 5;
twenty-five months and older 2?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____
Program - 20
Fiscal - 10

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <i>Contracting Agency</i>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|-----------------|-----------------------------------|-----------------|
| a. State Law | <u>6</u> years. | d. Audit period | _____ years. |
| b. Statute of Limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | <u>3</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other SEE BELOW then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.

☒ Other (Specify) Contract Services

Program Files (Includes programs proposed by not funded) — Cut-off file at the end of each fiscal year; hold in current files area 1 year; then retire to State Archives for permanent retention.

Contract Services Financial
Record/Monitoring Files

Cut-off file at the end of each fiscal year; hold in current files area 1 year; then transfer to the State Records Center, hold for 5 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>John R. Howell</i>	<i>4/12/76</i>	<i>William J. McDonald</i>	<i>4-14-76</i>
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee <i>William M. Ligon</i>	<i>4-30-76</i>
		Secretary of State/Designee <i>Carroll Hart</i>	<i>4/28/76</i>
		Attorney General/Designee <i>Robert H. Shell</i>	<i>5/3/76</i>

=6 (continued)

Contract Services Unit is responsible for the purchase of services for low-income families and individuals, which are provided to current, former and potential recipients of public welfare; for developing policy material, recommending policy changes, and make determination that services purchased comply with Federal regulations.

=7 (continued)

75-10-A Contract Services

Program Files to include but not limited to are:

1. Contract Proposal

- a. Service Delivery Sites
- b. Service Definition
- c. Program Staff
- d. Advisory Committee
- e. Staff Training
- f. Detailed budget - Personnel costs
- g. Donor individuals & organizations
- h. State licensing requirement
- i. Fidelity Bond
- j. Assurance of compliance with Title VI of the Civil Rights Act of 1964
- k. Statement of Comparable Rent
- l. Certified Cost Supplement
- m. Equipment Supplement Request
- n. Public Building-Certified Cost
- o. Day Care Supplement-Summary
- p. Employee Classification
- q. Contract Services Merit System Classification
- r. Clients Receiving Services Report Form
- s. Report on Eligibility Status of Clients Served
- t. Contract Services Personnel Work Sheet
- u. Title XX Service
- v. Request for Financial Information/Authorization to Release Information/
Certification of Financial Information
- w. Family Application for Title XX Social Services (DCS/SSS-462)

2. Contract Between DHR and Contracting Agency

- a. Notification of Contract for Purchase of Services. DCS/SSS(2)-127
- b. Contract Information Sheet

#7 (continued)

76-120-Contract Services Financial Monitoring Files:

~~Fiscal and Monitoring Report~~ Files to include but not limited to are:

1. Fiscal

- a. Certified Personnel Cost Record
- b. Monthly Report of Certified Cost
- c. Certified Cost-Public Building
- d. Equipment Purchase Approval Request
- e. Report of Equipment Loss or Damage
- f. Request for Budget Expenditure Transfer
- g. Monthly Statement of Receipts and Expenditures - Title XX
- h. Monthly Expenditures - Equipment and other expenditures
- i. Statement of Comparable Rent

2. Monitoring

- a. Monitoring Report
- b. Request of Funds
- c. Equipment Control Sheet
- d. Personal Service Records
- e. Client Eligibility Control Sheet
- f. Client Attendance Control Sheet

#11 (continued)

Executive Office of the President, Office of Management and Budget, October 19, 1971,
Circular A-102, Attachment C.

"Financial records, supporting documents, statistical records
and all other records pertinent to a grant program shall be
retained for a period of three years.

- a. The records shall be retained beyond the "three-year
period if audit findings have not been resolved".

State Archives Personnel have evaluated the file series and have requested that
"Program" documents (not "Fiscal") be retired to State Archives.

Georgia Statute 3-705 (4361) Simple contracts in writing

All actions upon promissory notes, bills of exchange, or other simple contracts
in writing shall be brought within six years after the same shall have become due
and payable.



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date January 17, 1975		INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DHR-DCS-20			Date Received JAN 24 1975	Application No. 75-10 Date Completed FEB 11 1975
3. Agency Name, Supervisor & Administrative Office Address Dept. of Human Resources Division of Community Services Contract Services Unit 47 Trinity Ave., Rm. 211-H Atlanta, Ga. 30334			4. Person to Contact Ms. Frances Henry	
			5. Worker Title Section Supervisor	6. Tel. No. 656-4461

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1971 to date	9. Exact Series Title CONTRACT SERVICES PROGRAM REPORT FILES
---	--

10. What is the function of the office in which this record series is created?

The Division of Community Services is responsible for administering, supervising and regulating non-medical service programs directed to the indigent and youth of the State. These services include the licensing of Day Care Centers; the placing of foster and adoptive children; and for providing counseling services in the areas pertaining to the delivery of community social services.

Contract Services Unit is responsible for the purchase of services for low-income families and individuals, which are provided to current, former and potential recipients of public welfare; for developing policy material, recommending policy changes, and make determination that services purchased comply with Federal regulations.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the Establishment and administration of public assistance service programs (Day Care Centers, Senior Citizen Centers, Drug Treatment Centers, etc.), as contracted to service organizations (Model Cities, public school systems, etc.), by the Department of Human Resources,

Included but not limited to, are: proposals in narrative format describing the need for the program, costs and recommended services to be performed, contract for service, papers pertaining to the progress of on-going programs, monitoring reports as required by Federal regulations to record adherence to guidelines, and supporting documents.

Files are arranged by ^{assigned} program control numbers.

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	60	90		20	30
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
				Pre-Existing Year's	All Prior Year's
			AVERAGE DAILY REFERENCES	100	5
				1	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series? [X] []
- 14. Is there a duplication of this series in another office or agency?
Not identical but partial duplication in Division and in Chief's Office. [X] []
- 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. [] [X]
- 16. Does the series contain classified information requiring security handling? [] [X]
- 17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
- 18. Could the function be performed if the files were lost or destroyed? [X] []
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
- 20. Does the record series provide data as input to an EDP file? [] [X]
- 21. Does the record series contain documentation produced as EDP printout? [] [X]
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? SEE ATTACHED SHEET [X] []
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept permanent years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [X] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

NOTE: State Archives Personnel have evaluated the file series and have requested that records be retired to State Archives.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [X] FISCAL YEAR - [] OTHER _____, then:

- [X] Hold in the current files area _____ month(s)/ _____ 1 year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [X] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify)

SEE ATTACHED SHEET

(Indicate briefly rationale for recommendations above/or write additional remarks);

Records Management Officer (Signature)		Date	OTHER REQUIRED SIGNATURES		DATE
<i>William S. Green</i>		<i>Jan 17 '75</i>			
26. Recommendations in paragraph 25 are:	Agency Head/Designee	[X] Approved [] Disapproved	<i>Francis E. Henry</i>		<i>1-22-75</i>
	State Auditor/Designee	[] Approved [] Disapproved	<i>W. M. Dixon</i>		<i>2-10-75</i>
	Secretary of State/Designee	[X] Approved [] Disapproved	<i>Carroll Hart</i>		<i>Feb 3, 1975</i>
	Attorney General/Designee	[X] Approved [] Disapproved	<i>Robert H. Hood</i>		<i>2-10-75</i>
	STATE RECORDS COMMITTEE				

#22

Executive Office of the President, Office of Management and Budget,
October 19, 1971, Circular A-102, Attachment C.

"Financial records, supporting documents, statistical records
and all other records pertinent to a grant program shall be
retained for a period of three years.

- a. The records shall be retained beyond the three-year
period if audit findings have not been resolved".

#25

Maintenance Instructions:

Contract Services Program Report Files, located in the Chief
of Contract Service Unit's Office and the Division Level Office
will be cut off at the end of the Fiscal Year and transferred
to the Contract Services Fiscal Office.

The Contract Services Fiscal Office will consolidate these files
with the fiscal office's Contract Service Program Report Files,
retire the file to the State Archives and destroy duplicate files.
Destruction of duplicate files will be covered under Disposition
Standard #34, Reference Paper Files.